

Consular Assistant / Associate

08/05/2014

Sensitive

97-004844

Position is subject to funding availability

This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All applicants must already have relevant documentation to legally reside and work for the U.S. Government in China to be eligible for consideration.

OPEN TO: U.S. Citizen Eligible Family Members (U.S. EFMs), Eligible Family Members (EFMs), and Members of Household (MOHs) – All Agencies

POSITION: Consular Assistant/Associate
FP-7/FP-6
(This vacancy announcement is for the Consular Assistant FP-7, and the Consular Associate FP-6 or FP-7. Final grade level is based upon applicant's credentials.)

OPENING DATE: August 5, 2014

CLOSING DATE: August 19, 2014
(Only applications received by the closing date will be considered)

WORK HOURS: Full-time: 40 hours/week
OR
Part-time: 20 hours/week

SALARY: Not-Ordinarily Resident (NOR):
FP-7: USD 40,394 p.a. (with Overseas Comparability Pay)
FP-7: USD 34,667 p.a. (without Overseas Comparability Pay)
FP-6: USD 45,185 p.a. (with Overseas Comparability Pay)
FP-6: USD 38,779 p.a. (without Overseas Comparability Pay)
(Based on a full-time schedule. Starting salary and final grade will be determined by Washington.)

LOCATION: The incumbent may be assigned to work at the primary Embassy compound or one of the Embassy's off-compound facilities in Beijing.

NOTE: Must have at least 12 months remaining at post by the closing date of this vacancy announcement in order to be considered for this position, or have a current/active Secret security clearance.

The U.S. Embassy in Beijing is seeking an individual for the position of **Consular Assistant/Associate** in the **Consular** Section.

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for collecting 200-300 fingerprint scans daily from NIV applicants, assisting with routine NIV administrative tasks, and as required, assisting with the Security Advisory Opinion (SAO) portfolio. The incumbent may be expected to be able to work at Consular offices at both the current and former Embassy locations.

A copy of the complete position description listing all duties and responsibilities is available in the office of Human Resources (x4500).

QUALIFICATIONS REQUIRED:

*All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, **will not** be considered for this position.*

Education:

- High school diploma or equivalent is required.

Experience:

- **Consular Assistant, FP-7:**
 - Two years of general office experience, including one year in a customer service, legal or managerial field, is required.
- **Consular Associate, FP-7:**
 - Successful completion of the 31-day Consular Course PC530 within the last five (5) years is required.
- **Consular Associate, FP-6:**
 - Successful completion of the 31-day Consular Course PC530, and
 - One year of Consular work experience within the last five (5) years is required.

Language:

- Level IV (Fluent) speaking/reading/writing in English is required

Knowledge, Skills and Abilities:

- Keyboarding (word processing) and familiarity with data entry is required.
- Must have interpersonal skills, including the ability to deal with the public in stressful or crisis situations.
- Must have good analytical, drafting, editing and re-writing skills.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (U.S. EFM's) and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate specifically address the above required qualifications in the application.

ADDITIONAL SELECTION CRITERIA:

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an overall rating of "Unsatisfactory" on their most recent Performance Appraisal Report (PAR) are not eligible to apply.
- Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NOR's hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan (LCP) in local currency (RMB). There are no exceptions to this regulation.
- The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY:

Applications must be submitted in English and in Word or PDF format to BeijingHREFMAApplications@state.gov. The subject line must include the position title and your name. The body of the email must include the name and section of your sponsor at the US Embassy in Beijing as well as the date of your arrival at post if you are not yet in Beijing. Applications must contain the following attachments:

1. **Required:** Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)).
2. **Required:** Copy of passport and visa showing Chinese Government approval to legally reside and work for the U.S. Government in China.
3. **Required (if applicable):** Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans preference.

4. *Recommended:* A cover letter addressing the required qualifications detailed in the vacancy announcement and how the applicant meets these qualifications.
5. *Optional:* Any other documentation (e.g. resume/CV, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Only complete applications received by the application deadline will be considered. All applications will be screened to determine whether the candidate meets the eligibility and qualifications requirements as stated in the vacancy announcement. HR will inform candidates of their application status after the qualification review is complete.

APPLICATION DEADLINE FOR THE POSITION: 11:59 p.m., August 19, 2014

The U.S. Mission in Beijing provides equal opportunity, and fair and equitable treatment in employment to all people with regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

Eligible Family Member (EFM): An individual related to a U.S. Government (USG) employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

U.S. Citizen Eligible Family Member (U.S. EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency Report, of a direct-hire Foreign, Civil, or uniformed service member assigned to or

stationed abroad with a USG agency that is under chief of mission authority, or at an office of the American Institute in Taiwan; and either:

1. resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
2. resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

Appointment Eligible Family Member (AEFM): An EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment who:

- is a U.S. citizen; and,
- is the spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and,
- is listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority; and,
- is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan;
- does not receive a Foreign Service or Civil Service annuity;
- is entitled to Overseas Comparability Pay when hired on a Family Member Appointment.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- not an EFM; and,
- not on the travel orders of the sponsoring employee; and,
- has been officially declared by the sponsoring USG employee to the chief of mission as part of his/her household.

An MOH is under chief of mission authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. citizen.

Not Ordinarily Resident (NOR): An individual who:

- is **not** a citizen of the host country; and,
- does not ordinarily reside in the host country; and,
- is not subject to host-country employment and tax laws; and,
- has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

Ordinarily Resident (OR): A foreign national or a U.S. citizen who:

- is locally resident in the host country; and,
- has legal, permanent resident status within the host country; and,
- has the required work permits for employment in country; and,
- is subject to host-country employment and tax laws.

EFM's without a U.S. Social Security Number are also considered OR. All OR employees, including U.S. citizens, are hired under a Personal Services Agreement (PSA) and are compensated in accordance with the Local Compensation Plan (LCP).